



## Two-year Plan: September 2007-August 2009

Approved December 17, 2007

Revised August 20, 2008 / January 12, 2009

## About Partners in Planning for Healthy Living

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Partners in Planning for Healthy Living has seventeen member organizations as of October 2008:

Assiniboine Regional Health Authority	Healthy Child Manitoba
Brandon Regional Health Authority	Manitoba Education Citizenship & Youth
Canadian Cancer Society, Manitoba Division	Health in Common
CancerCare Manitoba	Public Health Agency of Canada (MB & Sask Region)
Central Regional Health Authority	South Eastman Regional Health Authority
Heart and Stroke Foundation of Manitoba	
Interlake Regional Health Authority	
Manitoba Health and Healthy Living	
North Eastman Regional Health Authority	
NOR-MAN Regional Health Authority	
Parkland Regional Health Authority	
Winnipeg Regional Health Authority	

The partners share common mandates to prevent chronic disease and have joined together to support the use of evidence in planning interventions aimed at promoting healthy living in communities across Manitoba. The Partners in Planning are guided by three values and three principles:

### Values

- We are inclusive and flexible
- We are non-judgmental
- We are community friendly

### Principles

- We focus on evidence
- We support the development of knowledge and capacity within communities
- We support integrated, community planning for healthy living

# Background

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On May 11, 2007, Partners in Planning held its inaugural meeting in Winnipeg. During the meeting, participants elected an Executive Committee and participated in a planning workshop that focussed on two questions:

1. What do member organizations want to accomplish promoting healthy living over the next two years?
2. How do members see Partners in Planning helping their organization achieve its healthy living goals?

Participants clustered their responses to the first question into eleven themes. Later, they were asked to rank them in order of importance with the following result:

Priority	Theme	Priority	Theme
1	Conduct surveillance	7	Use evidence for evaluation
2	Develop an integrated strategic plan	8	Develop practice based on evidence
3	Increase capacity	9	Achieve sustainability
4	Plan with intersectoral partners	10	Achieve short-term outcomes
5	Engage communities	11	Achieve ultimate outcomes
6	Enhance communication		

On September 21, 2007, members of the Executive Committee invited Dexter Harvey and Jane Griffith (CancerCare Manitoba) to work with them to develop a two-year plan for Partners in Planning. The group considered the surveillance and related work currently being done in Manitoba, the priorities listed above, and the suggestions for how Partners can help member organizations achieve their healthy living goals that were developed at the May 11 inaugural meeting. (For details, refer to the document titled *Report on the Planning Session at the May 11, 2007 Inaugural Meeting*.)

The result is a plan that has a vision, a priority, a desired accomplishment, and six focus areas that include specific activities.

## Partners in Planning Executive Committee

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Debbie Brown, **Chair**, Heart and Stroke Foundation of Manitoba

Donna Turner, CancerCare Manitoba

Mark McDonald, Canadian Cancer Society, Manitoba Division

Doreen Fey, Interlake Regional Health Authority

Cathy Hynes, NOR-MAN Regional Health Authority

Debbie Clevett, Assiniboine Regional Health Authority

Jennifer Baker, Central Regional Health Authority

## Two-Year Plan – September 2007 to August 2009

<b>Vision</b>	Partners in Planning for Healthy Living will become a central component in planning for healthy living in Manitoba, achieving our vision of a province-wide chronic disease risk factor surveillance system that is integrated with healthy-living planning at a community level.
<b>Priorities</b>	As voted by the Partners membership: conduct surveillance, develop an integrated strategic plan, and increase capacity.
<b>Desired Accomplishment</b>	Regional Health Authorities will have the resources and information necessary to enable them to engage in surveillance activities to gather community-based data that can then be used in healthy living planning in their communities.

Year 1: September 2007 to August 2008					
Focus Area	Lead	Q1 Sept - Nov 2007	Q2 Dec 2007 - Feb 2008	Q3 March - May 2008	Q4 June - Aug 2008
<b>Management</b>	Executive Committee	Develop a 2-year plan, present to members for approval on Oct 26/07		Incorporate plans developed by the 3 working groups (KE, Think Tank, and Surveillance) into Partners' overall plan	Review the plan and update for following year
		Hold quarterly meeting of members	Hold quarterly meeting of members	Hold quarterly meeting of members	
		Hold regular Executive Committee meetings	Ongoing	Ongoing	Ongoing
			Identify and secure human resources (volunteer/staff) to build and maintain Partners' momentum		
		Secure operating contributions (such as human resources, in-kind, or financial) from members and others		Ongoing	Ongoing
			Plan AGM	Plan/ Hold AGM	

Year 1: September 2007 to August 2008					
Focus Area	Lead	Q1 Sept - Nov 2007	Q2 Dec 2007 - Feb 2008	Q3 March - May 2008	Q4 June - Aug 2008
<b>Relationships</b>	Executive Committee	Prepare to meet with provincial ministers, Family Services & Housing etc. in Q2 and Q3	Meet with provincial ministers, Family Services & Housing, share ideas & activities, look at partnership possibilities, participate in joint initiatives	Meet with provincial ministers, Family Services & Housing, share ideas & activities, look at partnership possibilities, participate in joint initiatives	
	Executive Committee		Develop a relationship map of key organizations /contacts (including existing Partners members) with similar interests to those of the Partners, and a list of what they are doing in healthy living in MB (include researchers) to include: Additions Foundation Manitoba, Healthy Child, & Healthy Living Clearinghouse for eg.  Develop a script for discussions with selected contacts from these organizations	Members of the Executive Committee to contact selected organizations from the relationship map every quarter (MCHP, CDPI, Evidence to Action, Need to Know, etc.)	Ongoing
	Executive Committee	Revise letter of understanding & send to The Alliance, Ministries of Education, Culture & Heritage, Northern Affairs, Healthy Child MB, etc.		Recruit all MB RHAs and others as members of Partners in Planning	Ongoing
<b>Knowledge Exchange</b>	Executive Committee	Develop terms of reference for, and establish, a Knowledge Exchange Working Group		Ongoing	Ongoing
	KE Working Group		Develop and implement a knowledge exchange plan	Ongoing	Ongoing

Year 1: September 2007 to August 2008					
Focus Area	Lead	Q1 Sept - Nov 2007	Q2 Dec 2007 - Feb 2008	Q3 March - May 2008	Q4 June - Aug 2008
Surveillance	Executive Committee	Develop terms of reference for, and establish, a Surveillance Working Group			
	Surveillance Working Group		Report to Executive Committee on what Partners can do now to support surveillance		
	Surveillance Working Group		Develop and implement a surveillance plan for Partners that includes strategies to increase the number of RHAs doing surveillance and knowledge exchange - target all RHAs by end of year 1	Ongoing	Ongoing
	Executive Committee		Collaborate with Healthy Child/ Addictions/ etc. about surveillance plans		
	Executive Committee				Encourage use of PPHL member organizations' surveys (as they are tools with a validated protocol) to reduce duplication of efforts.

Year 1: September 2007 to August 2008					
Focus Area	Lead	Q1 Sept - Nov 2007	Q2 Dec 2007 - Feb 2008	Q3 March - May 2008	Q4 June - Aug 2008
<b>Think Tank</b>	Executive Committee	Develop terms of reference for, and establish, a Think Tank Working Group			
	Think Tank Working Group		Support the Alliance's (The Alliance for the Prevention of Chronic Disease) plans for a chronic disease prevention think tank (fall 2008).	Work with Alliance on their Think Tank	Ongoing
<b>Funding</b>	Executive Committee		Develop reporting system to capture the value of member contributions (such as human resources, in-kind, or financial) for surveillance, etc.	Identify sources of sustainable funding for surveillance, evaluation, knowledge exchange at the RHA level in MB	

Partners in Planning Executive Committee 2008/2009	
Debbie Brown, <b>Chair</b> , Heart and Stroke Foundation of Manitoba	Donna Turner, CancerCare Manitoba
Mark McDonald, Canadian Cancer Society, Manitoba Division	Doreen Fey, Interlake Regional Health Authority
Cathy Hynes, NOR-MAN Regional Health Authority	Debbie Clevett, Assiniboine Regional Health Authority
Cathy Steven, Health in Common	Tannis Erickson, Contract Employee (Part-time)

Year 2: September 2008 to August 2009					
Focus Area	Lead	Q1 Sept - Nov 2008	Q2 Dec 2008 - Feb 2009	Q3 March - May 2009	Q4 June - Aug 2009
<b>Management</b>	Executive Committee	Report to members about the results achieved in year 1			Develop a new two-year plan
		Hold quarterly meeting of all members	Hold quarterly meeting of members	Hold quarterly meeting of members	

Year 2: September 2008 to August 2009					
Focus Area	Lead	Q1 Sept - Nov 2008	Q2 Dec 2008 - Feb 2009	Q3 March – May 2009	Q4 June - Aug 2009
<b>Management Cont'd</b>		Hold regular Executive Committee meetings	Ongoing	Ongoing	Ongoing
		Reviewing operating contributions from members and others (such as human resources, in-kind, or financial) Create document to catalogue member contributions.	Ongoing	Ongoing	Ongoing
			Plan AGM	Plan/ Hold AGM	
<b>Relationships</b>	All members	Update relationship map Expand potential new member list to include: environment, private sector, sports/recreation Talk with selected organizations from the relationship map every quarter	Ongoing	Ongoing	Ongoing
	Executive Committee	Continue to recruit new member organizations	Ongoing	Ongoing	Ongoing
<b>Surveillance/ Knowledge Exchange</b>	Surveillance/ Knowledge Exchange Working Group (SKEWG)	SKEWG develops its plan	Ongoing w/reporting & feedback	Ongoing w/reporting & feedback	Ongoing w/reporting & feedback



Year 2: September 2008 to August 2009					
Focus Area	Lead	Q1 Sept - Nov 2008	Q2 Dec 2008 - Feb 2009	Q3 March – May 2009	Q4 June - Aug 2009
Surveillance/ Knowledge Exchange Working Group	Capacity building <ul style="list-style-type: none"> <li>Capacity building in areas of surveillance &amp; knowledge exchange</li> </ul>		Ongoing  Workshops in surveillance knowledge exchange	Ongoing	Ongoing
				Develop “How to” documents on utilizing surveillance information in program planning (ie for teachers, for parents, for physicians, etc)	
	Executive Committee	Make member organizations’ surveys the entry point for other organizations to survey MB communities/schools (a possible revenue source)	Ongoing	Ongoing	Ongoing
	Executive Committee	Advocacy <ul style="list-style-type: none"> <li>To help public/elected officials to use surveillance results</li> <li>For use of evidence-based decision making at all levels</li> </ul>	Ongoing	Ongoing	Ongoing

Year 2: September 2008 to August 2009					
Focus Area	Lead	Q1 Sept - Nov 2008	Q2 Dec 2008 - Feb 2009	Q3 March – May 2009	Q4 June - Aug 2009
<b>Funding</b>	Executive Committee			Review reporting system of member contributions.	
		Secure funding to support surveillance & analysis	Ongoing	Ongoing	Ongoing
		Advocate for sustainable funding for healthy living promotion/programming			
<b>Economic analysis</b>	Executive Committee		Advocate for conducting an economic analysis of healthy living in Manitoba	Ongoing	Ongoing
			Facilitating knowledge exchange of the results from the economic analysis		
<b>Provincial Prevention system</b>	Executive Committee	The Executive Committee supports the “ Primary Prevention System” (see D. Harvey concept paper) and Partners in Province-wide consultations may occur	Ongoing	Ongoing	Ongoing
		Determine PPHL role within this prevention system			
		Communicate the prevention system to member organizations to facilitate understanding and uptake			

Year 2: September 2008 to August 2009					
Focus Area	Lead	Q1 Sept - Nov 2008	Q2 Dec 2008 - Feb 2009	Q3 March – May 2009	Q4 June - Aug 2009
	Surveillance/ Knowledge Exchange Working Group	Promote collective use of surveillance results at local & provincial levels by facilitating the creation of local, regional and provincial reports	Ongoing	Ongoing	Ongoing
	Executive Committee	Promote use of evidence in decision making	Ongoing	Ongoing	Ongoing